

County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES

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July 30, 2007

TO: Each Supervisor

FROM: Philip L. Browning
Department of Public Social Services

Jon W. Fullinwider
Chief Information Officer

**SUBJECT: SEMI-ANNUAL STATUS REPORT ON THE LEADER REPLACEMENT
SYSTEM REQUEST FOR PROPOSALS (BOARD ORDER #36 –
JANUARY 30, 2007)**

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

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MICHAEL D. ANTONOVICH
Fifth District

This is to provide your Board with the first semi-annual status report on the progress of the development of the LEADER Replacement System (LRS) Request for Proposals (RFP).

Background: The current LEADER System Agreement with Unisys Corporation will expire on April 30, 2011, unless annually renewed by the County (for up to an additional four [4] years) at the County's option. In preparation for this event, DPSS has hosted a number of requirements gathering sessions to identify and define the functional and technical requirements for the RFP. These sessions were comprised of individuals throughout DPSS, knowledgeable in key business and technical processes. We also reviewed "Lessons Learned" from the existing LEADER System to ensure the proposed LRS can support current business processes and functionality, as well as provide new and enhanced functionality and technologies, as appropriate. Additionally, DPSS conducted focus group meetings which were attended by representatives throughout the Department, as well as other County and State stakeholders. Focus group participants were asked to review the initial drafts of the Statement of Work and Statement of Requirements to ensure that we had captured the key elements for these critical sections of the RFP.

Incorporation of Recommendations from the LEADER Stakeholder Group with Community Advocacy Groups and the Employee Union: In accordance with your October 25, 2005 Board motion, we began meeting with community advocacy groups and SEIU Local 721 members to collect and evaluate their recommendations for best practices and improved procedures identified as requirements or design components for the development, conversion and implementation of the LRS. Specialized sub-committees were also established to address specific concerns related to Training and Notices of Action functionality, structure and frequency. The observations and recommendations shared at these meetings were extremely valuable in developing the requirements for the LRS. In fact, over 17 material suggestions and recommendations were proposed, and eventually evaluated and addressed during development of the LRS RFP.

Portability of data: The LRS RFP requires utilization of open standards for software and hardware, and other mainstream technology components that will mitigate the risk associated with dependence on proprietary technologies. LRS software and hardware requirements contained in the RFP support open competition in future procurements, thus allowing the County to secure the best price available for services provided by LRS. These requirements not only ensure the ease of portability of County data, but also support the future hosting of the LRS application platform on a variety of mainstream hardware.

Review of the RFP Provisions by other County Stakeholders: County Counsel, outside counsel, the Chief Information Office (CIO), and the Information Systems Commission (ISC) have worked closely with DPSS to assist in the development and review of the RFP. Additionally, we met with key telecommunications and network configuration representatives from the Internal Service Department (ISD) to ensure that departmental roles and responsibilities are clearly defined early in the process, as ISD will play a major role in helping support LRS. Review and clearance with the Auditor-Controller (A-C) is underway and is expected to be completed by July 31, 2007.

Executive Steering Committee: In May 2007, the DPSS Director established the LRS Executive Steering Committee. The primary purpose of the Steering Committee is to make major decisions in the best interest of the County. It will provide oversight and direction to the LRS project; establish LRS governance requirements; provide sound advice on policy decisions to the LRS Project Director; ensure that the LRS is implemented within the established timeframes and budget; and ensure the appropriate level of resources are allocated to the project. It will be comprised of executive management from DPSS and other County departments, including, but not limited to: CIO, A-C, Department of Children and Family Services (DCFS), Department of Health Services (DHS), ISD, and the ISC.

Termination of Agreement with FOX Systems, Inc.: Under separate correspondence, DPSS is requesting your Board's approval to terminate the Consulting Services Agreement with FOX Systems, Inc., effective upon approval by your Board. The initial term of the Agreement with FOX expired on June 15, 2007; and in April 2007, DPSS elected to exercise its option to extend the Agreement for one (1) year in order to complete certain planning activities. They include: (a) support for the development of an RFP, including a sample vendor contract; (b) preparing an Implementation Advance Planning Document for approval by the State and federal funding agencies; (c) preparing a vendor proposal Evaluation Manual Package; and (d) providing support for County Counsel and the A-C in the RFP and Evaluation Manual Package review process. FOX's participation in completing these tasks and deliverables has now been satisfied; and, DPSS is capable of executing and completing the remaining planning activities independently without FOX's assistance. Also, DPSS will continue to work closely with the CIO and A-C, as well as County Counsel, outside counsel (Mitchell, Silberberg & Knupp LLP), and the Quality Assurance vendor (Solitsys Technologies Inc.) to complete all remaining planning activities.

State Funding: Early in the planning stage, DPSS and the CIO began meeting with representatives from the Statewide Automated Welfare Systems Project, Office of Systems Integration (OSI) to ensure that the LRS is implemented within the established timeframes and budget, and to ensure that the appropriate level of resources are allocated to the project. These meetings are ongoing on a bi-weekly basis, and assist in keeping the lines of communication continually open between the County and State. DPSS is also working very closely with the State to bring an LRS vendor aboard as soon as possible to reduce to overall cost of the project.

In April 2007, various members of the LEADER Stakeholder group traveled to Sacramento, along with representatives from DPSS and OSI to speak at an Assembly Budget hearing in support of the Governor's Proposed Budget for Fiscal Year 2008/09 for ongoing LRS planning efforts. Their testimonies made a significant impact in garnering legislative support for continuance of the LRS planning funding.

Project Timeline: We submitted the draft of the RFP for State and federal review and approval on June 28, 2007. This approval process is expected to take approximately four months, beginning July 2, 2007. Barring any delays in the approval process, the following major milestones are scheduled to take place:

Nov 2007	Release RFP to the vendor community
Nov 2007	Proposers' conference
Mar 2008	Vendors' proposals due
Mar 2008	Begin proposal evaluation/selection process
Jul 2008	Select vendor
Sep 2008	Begin contract negotiations
Dec 2008	Complete contract negotiations
Jan 2009	Secure County approval to award contract
May 2009	Secure State/federal approval to award contract
Jun 2009	File Board packet to award contract
Jul 2009	Board agenda
Jul 2009	Project start

We will provide your Board with the next semi-annual report in January 2008.

PLB:JWF:MS
SB:pcr

c: Chief Executive Officer
Auditor-Controller
County Counsel
Deputy, CEO
Executive Officer, Board of Supervisors
Internal Services Department
Chair, Information Systems Commission